

# THE EMPIRE HALL GRAFFHAM

England & Wales - Charity number 305376

## Details

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**Other names** GRAFFHAM VILLAGE HALL

**Status** Registered

**Legal form** Other

**Registered** 1963-05-08

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Empire Hall  
The Street  
Graffham  
Petworth  
GU28 0QB

**Phone** 01798 867

**Email** [empirehall@gmail.com](mailto:empirehall@gmail.com)

**Website** <http://www.empirehall.org.uk/>

## Activities

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**Objects:** FOR THE PURPOSES OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF GRAFFHAM AND THE NEIGHBOURHOOD (HEREINAFTER CALLED "THE AREA OF BENEFIT") WITHOUT DISTINCTION OF SEX OR OF POLITICAL RELIGIOUS OR OTHER OPINION, AND IN PARTICULAR FOR USE FOR MEETINGS LECTURES AND CLASSES AND FOR OTHER FORMS OF RECREATION AND LEISURE TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

**Activities:** The Empire Hall is a village hall for annual events (eg flower show/harvest supper/church Christmas fair/ Easter Market), village organisations (eg parish council, badminton, Lunch and Thursday Clubs) and weekly well being activities. Its stage hosts plays/films/concerts. It is bookable for parties, dances, meetings, classes and elections. It is an essential part of the fabric of the village.

## Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** GRAFFHAM AND NEIGHBOURHOOD
- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£22,716	£22,897	-	-
2024-03-31	£31,470	£37,313	-	-
2023-03-31	£17,038	£13,636	-	-
2022-03-31	£36,167	£13,334	-	-
2021-03-31	£44,642	£49,040	-	-

## Trustees

Name	Role	Appointed
<b>Oliver Boulton</b>	Chair	2025-09-01
Ann Brown		2004-09-18
Anna Shawcross		2025-09-01
Carole Sargent		2015-06-06
Christina Federowicz		2025-09-01
Diane Bellis		2014-06-09
Fiona Jacob		2004-09-18
Jonathan Simons		2025-09-01
Tom Richardson		2025-09-01

**THE EMPIRE HALL GRAFFHAM**

England & Wales - Charity number 305376

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# Accounts

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## EMPIRE HALL REPORT FOR CHARITY COMMISSION MARCH 2024

### **1. The Charity and Trustees**

The Empire Hall Graffham, 305376, The Street, Graffham, Petworth, West Sussex. GU28 0QB. Sally Blunt, Carole Sargent, Gillian Charlesworth, Fiona Jacob, Sarah Lydiard-Wilson, Diane Bellis, and Karen Consalvi.

### **2. Management Committee**

There are five main 'officer' trustees – the Chairperson (and at present also Booking Secretary), the Secretary, the Treasurer and the Maintenance Officer. The other trustees are representatives of village organisations, at present we have representatives of the Health Association, St. Giles Church, Thursday Club, and the Parish Council. These representatives are suggested to the hall committee by their groups.

### **3. Main activities and purpose**

The hall's activities are wide-ranging. On a regular basis it is hired for:

Yoga and Pilates classes, Ease into Exercise classes, Badminton Club, Pickle Ball Club, Post Office services, Church special events such as The St. Giles Christmas Fair (a fund-raiser for the church) Lent Lunch and Harvest Festival, The Easter Fair (a fundraiser for the hall) a Lunch Club, meetings for the Parish Council, a monthly cinema evening, Thursday Club, and osteopathic, physiotherapy and podiatry sessions in the Treatment Room. There are various clubs such as the Gardening Club which holds three yearly events.

It also holds a hall fund-raising Burns Night, musical events to suit varied tastes, plays and talks, some of which are fund-raisers for the hall, church etc., birthday parties (children's and adults'), wedding receptions, funeral wakes, large group training sessions eg for gardeners, firemen, and builders. For the village arts festival this year it was hired for the village soiree, talks and films. For national events it has state of the art audio-visual facilities and the ability to seat 120 people and more standing.

Its objectives which are of public benefit are to be a ready and friendly, affordable communal space for the village and outside communities as a whole, but within that remit encouraging caring opportunities for the needs of the more vulnerable eg post office facilities, lunch club, health treatments, a chance for everyone to meet others to avoid loneliness and make and meet friends and have fun.

The hall committee works as an effective cohesive team to make sure everything runs smoothly. We work hard to ensure the hall is a well looked-after, financially well-managed village asset to provide a warm, welcoming clean and safe environment for all its visitors.

#### **4. Management**

As a 100-year plus building, the Hall requires regular maintenance and risk/health and safety assessment. During the past year we have conducted a full risk assessment, with the assistance of the local fire brigade, and made some additions to our safety signage as a result.

Some critical repairs to the roof have been commissioned and in order to carry these out, we have been required to commission an ecological (bat) survey, adding considerably to the cost of the project. The funds for these repairs have come from fund raising activity as they are not covered by day to day hall hire.

#### **5. Finances**

Our finances are tight. Normal operational costs are just covered by hall hire. For fabric repairs and capital expenditure we are reliant on fund raising and grants where available. We do not have any debt and our reserves are currently healthy but we believe that the whole roof will need to be repaired over the next decade and have therefore begun to think about the need for a dedicated roof fund.

Sally Blunt, Chairperson, on behalf of Empire Hall Trustees

March 2024



THE EMPIRE HALL, GRAFFHAM (CHARITY NO 305376)  
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

RECEIPTS	2024		2023		PAYMENTS	2024		2023	
	£	£	£	£		£	£	£	£
<b>General Fund</b>					<b>General Fund</b>				
Hiring of Hall		13,031		9,290	Heating oil	1,952		1,210	
Other income					Electricity & water	1,353		2,242	
Dividends COIF (Capital Fund)	144		144		Repairs	3,822		1,878	
Interest COIF (Deposits)	<u>1,574</u>		<u>509</u>		Cleaning, bins, grass & hedgecutting	2,562		1,991	
		1,718		653	Rates	131		248	
					Insurance	904		1,164	
					Annual inspections & services	381		314	
					Professional fees	604		1,285	
					Sundries	<u>283</u>		<u>434</u>	
		<u>14,749</u>		<u>9,943</u>			11,992		10,766
<b>Appeal Fund</b>					<b>Appeal Fund</b>				
Donations	298		1,197		Hall improvements\building works	24,598		-	
Profit from fundraising events	6,473		5,898		Sundries	723		721	
Grants	<u>9,950</u>		-		Promotions Officer	-		<u>2,149</u>	
		16,721		7,095			25,321		2,870
<b>Capital Fund (COIF Income shares)</b>					<b>Capital Fund (COIF Income shares)</b>				
Nil activity					Nil activity				
<b>Summary</b>					<b>Summary</b>				
					Total payments		37,313		13,636
					Excess receipts over payments				
					Annual Surplus General Fund	2,757		(823)	
					Annual Surplus Appeal Fund	(8,600)		4,225	
							(5,843)		3,402
Total receipts		<u>31,470</u>		<u>17,038</u>			<u>31,470</u>		<u>17,038</u>
<b>Opening and closing balances</b>					<b>Total funds as at 31 March represented by;</b>				
Opening Total funds at 1 April		62,908		59,505	General fund				
Excess receipts over payments					Nat West bank account	873		873	
Annual Surplus General Fund	2,757		(823)		Barclays bank account	9,734		17,569	
Annual Surplus Appeal Fund	<u>(8,600)</u>		<u>4,225</u>		COIF deposit account	<u>590</u>		<u>590</u>	
		(5,843)		3,403			11,197		19,032
<b>Closing funds 31 March</b>		<b>57,065</b>		<b>62,908</b>	Appeal Fund				
					Nat West bank account	1,646		1,466	
					Barclays bank account	9,699		9,605	
					COIF deposit account	<u>33,457</u>		<u>31,739</u>	
							44,802		42,810
					Capital Fund				
					COIF income shares (at cost)		1,066		1,066
							<b>57,065</b>		<b>62,908</b>

Signed on behalf of the Trustees:

Trustee

*Sally Blunt*  
SALLY BLUNT

Trustee

*Gillian M. Charlesworth*  
GILLIAN M. CHARLESWORTH

Date

18.9.24



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
The Empire Hall, Graffham

On accounts for the year  
ended

31 March 2024

Charity no  
(if any)

305376

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\*

Signed:

Date:

31 December 2024

Name:

C Homan

Relevant professional  
qualification(s) or body  
(if any):

FCA

<b>Address:</b>	Spring Cottage, Trotton, Petersfield
	Hampshire

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**

**THE EMPIRE HALL GRAFFHAM**

England & Wales - Charity number 305376

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# Accounts

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The Empire Hall Chairman's Report  
1st April 2021 - 31st March 2022

### **Regular Activities at the Hall.**

We are delighted to provide a wide range of activities for the local residents across all ages during the week, with several classes and clubs each day. Various fitness classes cater for all abilities and we also have mental wellbeing in mind, offering a social venue supplying lunch once a month. We continue to see if we need to expand this to support those in the community during these difficult financial times. Weekends are frequently busy with performances and private hirings by local residents and beyond. We have a characterful hall with excellent facilities and new visitors are always complimentary.

### **Self-Funding**

We are running close to capacity during the days of the week which are keeping our income healthy. A 10% increase has been discussed to take into consideration rising fuel costs but keeping our rates competitive.

### **Fund Raising for Major Hall Maintenance**

The hall has been redecorated this year and the floor has been renovated and revarnished. Our next pressing project will be maintenance of the roof and we are now looking into grants and funding. We have had new officers join the committee giving a positivity and new energy going forward. Several events have been held during the year and we will continue to come up with new innovative ways to fund the hall.

THE EMPIRE HALL GRAFFHAM (CHARITY NO 305376)  
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

	2022		2021		2022		2021	
	£	£	£	£	£	£	£	
<b>RECEIPTS</b>								
<b>General Fund</b>								
Hiring of Hall		5,006		3,443		743		
Covid Grant		-		10,000		396		
Other income						697		
Dividends COIF (Capital Fund)	142		140		654	1,010		
Interest COIF (Deposits)	8		-		2,340	1,143		
Sundry		150		140	267	-		
		<u>5,156</u>		<u>13,583</u>	1,099	-		
					270	180		
					100	100		
					<u>368</u>	<u>113</u>	<u>4,382</u>	
<b>Appeal Fund</b>					7,307			
Donations	613		511					
Profit from fundraising events	10,389		517		2,004	37,178	293	
Grants	20,009		31,065		-	409		
		<u>31,011</u>		<u>31,059</u>	461	407		
					<u>3,563</u>	<u>6,372</u>		
					6,028		44,659	
<b>Capital Fund (COIF Income shares)</b>								
Nil activity								
<b>Summary</b>								
Total receipts		<u>36,167</u>		<u>44,642</u>	13,334		49,041	
<b>Opening and closing balances</b>								
Opening Total funds at 1 April		36,672		41,071	(2,150)	9,201		
Excess receipts over payments					24,983	(13,600)	(4,399)	
Annual Surplus General Fund	(2,150)		9,201					
Annual Surplus Appeal Fund	24,983		(13,600)		22,832			
		<u>36,167</u>		<u>44,642</u>	<u>36,167</u>		<u>44,642</u>	
<b>Total funds as at 31 March represented by:</b>								
General fund					1,053	1,233		
Nat West bank account					17,825	5,733		
Barclays bank account					590	90		
COIF deposit account					19,468		7,056	
Appeal Fund					936	756		
Nat West bank account	(2,150)		9,201		16,950	26,860		
Barclays bank account					21,084	934		
COIF deposit account					38,971		28,550	
Capital Fund					1,066	1,066		
COIF income shares (at cost)					59,505		36,672	
<b>Closing funds 31 March</b>		<b>59,505</b>		<b>36,672</b>				

Signed on behalf of the Trustees:

Trustee

Trustee

Date

*Carole Thompson*  
16/9/22

*John Parn*  
16/9/22



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
The Empire Hall, Graffham

On accounts for the year  
ended

31 March 2022

Charity no  
(if any)

305376

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

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- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention

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  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\*

Signed:

Date:

30 September 22

Name:

C Homan

Relevant professional  
qualification(s) or body  
(if any):

FCA

<b>Address:</b>	Spring Cottage, Trotton, Petersfield
	Hampshire

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**

**THE EMPIRE HALL GRAFFHAM**

England & Wales - Charity number 305376

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# Accounts

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# **Empire Hall Trustee Report 2021 (1<sup>st</sup> Jan 2020 to 31<sup>st</sup> Dec 2021)**

## Regular Activities at the Hall.

The hall is now the venue for a comprehensive number of services and activities including the post office, now 6 different fitness classes, a foot health care clinic and an osteopath. It is the home of the Parish Council, Empire Movies, the Lunch Club, the Thursday Club and used as a venue by many other village clubs and organisations.

## Self-Funding

Due to Covid the Hall has been closed for most of this year, apart from the Post Office and Health Treatments, which were allowed to carry on as usual. We have applied and received several COVID grants from the Chichester Council.

## Hall Enhancement Project

All projects have now been completed well within budget

## Fund Raising for Major Hall Maintenance

The hall is 113 years old and whilst always gets complimented by visitors and users, will need regular maintenance. The next major items are anticipated to be a new roof within the next 10 years and re-plastering/decorating within the next 5 years. One fund raising activity has taken place this financial year an Easter Market all done by Zoom over £3,000.00 was raised.

Thanks to the self-funding status of the hall, these funds have all been allocated towards the maintenance activities.

**THE EMPIRE HALL, GRAFFHAM (CHARITY NO 305376)**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

RECEIPTS	2021		2020		PAYMENTS	2021		2020	
	£	£	£	£		£	£	£	£
<b>General Fund</b>					<b>General Fund</b>				
Hiring of Hall		3,443		9,929	Heating oil	743		2,461	
Covid Grant		10,000		-	Phone	396		-	
Other income					Electricity & water	697		895	
Dividends COIF (Capital Fund)	140		132		Repairs	1,010		856	
Interest COIF (Deposits)	-		75		Cleaning, bins, grass & hedgecutting	1,143		1,518	
Sundry	-		284		Rates	-		489	
		140		491	Insurance	-		1,039	
					Annual inspections & services	180		281	
		13,583		10,420	Professional fees	100		100	
					Sundries	113		161	
							4,382		7,801
<b>Appeal Fund</b>					<b>Appeal Fund</b>				
Donations	511		298		Professional fees	293		3,336	
Profit from fundraising events	-	517	7,260		Hall improvements\building works	37,178		165,405	
Sundry	-		334		Grant to Graffham Festival	-		-	
Grants	31,065		160,590		Repairs and maintenance	409		386	
					Sundries	407		294	
					Promotions Officer	6,372		2,411	
		31,059		168,482			44,659		171,832
<b>Capital Fund (COIF Income shares)</b>					<b>Capital Fund (COIF Income shares)</b>				
Nil activity					Nil activity				
<b>Summary</b>					<b>Summary</b>				
					Total payments		49,041		179,633
					Excess receipts over payments				
					Annual Surplus General Fund	9,201		2,619	
					Annual Surplus Appeal Fund	(13,600)		(3,350)	
							(4,399)		(731)
Total receipts		<u>44,642</u>		<u>178,902</u>			<u>44,642</u>		<u>178,902</u>
<b>Opening and closing balances</b>					<b>Total funds as at 31 March represented by;</b>				
Opening Total funds at 1 April		41,071		41,802	General fund				
Excess receipts over payments					Nat West bank account	1,233		951	
Annual Surplus General Fund	9,201		2,619		Barclays bank account	5,733		2,829	
Annual Surplus Appeal Fund	(13,600)		(3,350)		COIF deposit account	90		90	
							7,056		3,870
					Appeal Fund				
		(4,399)		(731)	Nat West bank account	756		845	
Closing funds 31 March		<u>36,672</u>		<u>41,071</u>	Barclays bank account	26,860		34,496	
					COIF deposit account	934		794	
							28,550		36,135
					Capital Fund				
					COIF income shares (at cost)		1,066		1,066
							<u>36,672</u>		<u>41,071</u>

Signed on behalf of the Trustees:

Trustee

Trustee

Date



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
The Empire Hall, Graffham

On accounts for the year  
ended

31 March 2021

Charity no  
(if any)

305376

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(remember to include the page numbers of additional sheets)

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examiner's statement

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2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\*

Signed:

Date:

15 Nov 2021

Name:

C Homan

Relevant professional  
qualification(s) or body  
(if any):

FCA

<b>Address:</b>	Spring Cottage, Trotton, Petersfield
	Hampshire

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**